



Job Posting

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| Applications accepted from: | ALL PERSONS INTERESTED |
| Job Classification | ADMINISTRATIVE ASSOCIATE |
| Posting Number | PN #109202 |
| Department | HOUSTON POLICE |
| Division | RECORDS |
| Section | N/A |
| Reporting Location | 1200 TRAVIS, 23RD FLOOR* |
| Workdays & Hours | VARIOUS* |

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS
 Reads, analyzes and converts written crime data into coded data to generate statistical crime reports using specific crime definitions and applications as defined by the FBI. Evaluates crime reports for uniformity. Takes corrective actions in terms of proofing and returning offense reports to departmental personnel for required corrections. Evaluates stolen serialized property descriptions for entry into the Texas/National Crime Information Computers using guidelines specified by the FBI.

WORKING CONDITIONS
 The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS
 Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.

MINIMUM EXPERIENCE REQUIREMENTS
 No experience is required.

Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS
 None.

PREFERENCES
 None.

SELECTION/SKILLS TESTS REQUIRED
 None.

SAFETY IMPACT POSITION X Yes No
 If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION
 Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 13
 \$824.00 - \$1,105.00 Biweekly \$21,424.00 - \$28,730.00 Annually

OPENING DATE March 1, 2006

CLOSING DATE March 7, 2006

APPLICATION PROCEDURES
 Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

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